

ELECTRONIC MEMORANDUM

TO: Human Resources Directors of All State Agencies, Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: December 18, 2014

SUBJECT: Leave Transfer Guidelines

This email is a reminder about year-end leave pool donations.

SCEIS Guidelines for Leave Pool (Annual and Sick) Donations are as follow:

- Donations for year-end should use a date no later than 12/31
 - Can be keyed in 2015 with a 12/31/2014 effective date
- Only use leave from the Annual Leave or Sick Leave balances – never use “rollover” or “forfeit” balances
- Once the time/leave programs run overnight, the leave records will be adjusted accordingly
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Below is the Human Resources Regulation pertaining to donating leave. Please make sure employees that are donating leave follow these regulations.

19-711.03 ELIGIBILITY TO DONATE

A. An employee donating sick or annual leave to either the sick or annual leave transfer pool must do so prior to the end of the calendar year.

B. An employee may donate no more than one-half of the sick or annual leave he earns within a calendar year to the appropriate pool leave account for that calendar year.

C. An employee's leave, once transferred to a pool account, must not be restored or returned to the leave donor.

D. Sick Leave - An employee with more than 15 days in his sick leave account may transfer sick leave to the agency's sick leave pool if he retains a minimum of 15 days in his own sick leave account. An employee with less than 15 days in his sick leave account may not transfer any sick leave to the agency's sick leave pool.

E. Annual Leave - An employee may voluntarily request by completing the employing agency's Donation Request Form, that a specified number of hours of his earned annual leave be transferred from his annual leave account to his employing agency's annual leave transfer pool.

If you have any questions, please contact your Human Resources Consultant at 803-896-5300.